

**YAKAMA NATION HUMAN RESOURCES DEPARTMENT
JOB ANNOUNCEMENT**



Announcement # 2014-213 **Issue Date:** 12-05-14 **Closing Date:** 12-18-14

Contract Specialist II
Grants and Contracts
Department of Administration
Hourly Wage: \$27.46/Regular/Full-Time

Incumbent serves as a grant/contract specialist. Responsible for compliance monitoring of complex multi-year or multi-functional grant/contract awards. Making sure that funding sources are consistently at levels that assure competent standards and are maintained in the wide variety of programs. Ensures that they carry out activities within the scope of work, laws, regulations, policies and procedures established by the funding agency and the Yakama Nation.

Knowledge, Skills and Abilities:

- Extensive knowledge and understanding of administrative management principles, practices, methods, techniques, and skill in integrating management problems. Also, governmental accounting principles, theories, procedures, laws and auditing standards, and instructions concerning grants and contracts.
- Substantive knowledge of the tribe's programs functions at all levels to provide meaningful administrative and management advice to staff and management for ongoing or potential subcontractors for grant/contract programs.
- Continuously maintain a mastery of acquisition regulations and contracting principles including the latest procedures and techniques, including all recent statutory changes. Have ready access to sophisticated price and/or cost agreements to sufficiently plan, develop, implement, maintain and administer all contractual aspects of the contract responsibilities and actions within the organization. Experience level insures responsibilities will consistently be met to properly use contact authority to provide timely assistance to the programs.
- Must be skilled in grants assistance, negotiation, grant oversight and review for administration and a variety of grant programs.
- Must have the capacity to provide knowledgeable leadership in those instance when protest, claims or contract terminations for either default or convenience of the organization require negotiations that clearly protect he interest of the tribe though a knowledgeable evaluation of the facts and resultant making of reasonable decisions.
- Skill in coordinating and managing subordinate efforts sufficiently to control a variety of contact, grant, and other agreement activities that occur concurrently, overlap, or are required to occur sequentially. Maintain control sufficiently to meet the contract and grant objectives of the tribe.
- Ability to interpret regulations, coordinate preliminary findings with responsible program manager and develop final recommendations. Must communicate effectively to deal diplomatically with all tribal staff at all levels, other Federal and State representatives, and the general public.
- Skill in analyzing and solving accounting and related problems of a complex nature to include development of new techniques to meet a typical or novel situation, and skill in evaluating complex cost date, accounting systems, and grant/contract proposals for making formal reports of evaluation recommendations as to adequacy of such cost, systems, and proposals.
- Skill in making oral and written reports and presentation of complex information in a clear, concise, and effective manner.

General Recruiting Indicators:

- Minimum Requirements: a four-year course of study in an accredited college or university that meets all of that institution's requirements for a bachelor's degree in management and/or accounting; AND at least one year of professional management/accounting experience. This experience. This experience must have equipped the candidate with the knowledge, skill and ability to do all the work requirements; OR
- A High School Diploma plus Four (4) years of specialized experience working with gran/contract funding sources will be considered equivalent to the bachelor's degree and one year professional management/Accounting experience requirement.

Special Requirements:

- Required to pass a pre-employment drug and alcohol test.